

Functions:

Proposal

- Prompts with questions required for an Initial CCC meeting

Attempts to Arrange

- Logs date, means, result

Individuals Invited

- Prompts required individuals based on purpose(s) and other circumstances
- Permits additional invites
- Permits excusal of individuals with prompts for proper consents and input to the case conference committee meeting
- Collects permissions to invite
- Sets permissions for future access

Notice of Case Conference

- Records date, time, place (plus purpose (s) and invitees from previous pages) on the Notice of Case Conference
- Can serve as written notice of proposal in the case of initial case conference committee meetings
- Record of delivery attempts
- Option to upload evidence of parent response

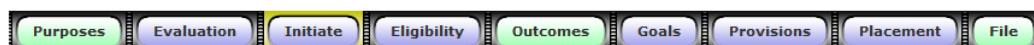
Article 7 functions:

7-42-3
7-42-2(c)
7-42-2(d)
7-42-4

Initiate

If the purpose of the CCC meeting is to review an initial evaluation, the school must produce a written notice that explains the findings, any proposed action, and the reasons for any proposed action. In ISTART7, this is called the Notice of Initial Findings and Proposed Action, to distinguish it from all of the other written notices that are required.

This notice can be printed from the page where the Notice of Case Conference is printed and will eventually be a part of the student records on the dashboard. This screen is not relevant for subsequent CCC meetings and therefore will not be prompted when opening new case conferences after the initial.



Proposal Attempts to Arrange Individuals Invited Notice Of Conference

Please provide a description and overall findings of each evaluation, procedure, assessment, record, or report the public agency used as a basis for proposed eligibility:

Please provide a description of eligibility that may be proposed by the public agency including recommendations for services:

Please provide an explanation of why the public agency may propose the eligibility:

Once the data is collected in preparation for the meeting, the initiate page provides the tools to schedule the meeting. Unless it is an initial CCC meetings where a Notice of Initial Findings and Proposed Action is required, the first step is to record the attempts to arrange the case conference.

Attempt To Arrange

Attempt Date 8

Means

Result

Save **Cancel**

Purposes **Evaluation** **Initiate** **Eligibility** **Outcomes** **Goals** **Provisions** **Placement** **File**

Attempts to Arrange **Individuals Invited** **Notice Of Conference**

Record Attempts to arrange the case conference:

	Attempt Date	Means	Result
	8/8/2008	phone	confirmed

Initiate

The second tab under the invite section presents a list of the individuals required to attend based on the purpose of the case conference and other variables set earlier in the software.

The example below represents a CCC invite that would be minimally required in the absence of any unusual circumstances. Other positions that may be prompted for various reasons include a Multidisciplinary Team Member, a Nonpublic School Representative, a Private Facility Representative, an Alternative Program Representative, a State School Representative, a First Steps Representative, a Transition Service Agency Representative or a Representative from a different Public Agency of Service. There is also the option of "other".

Attempts to Arrange | **Individuals Invited** | Notice Of Conference

Identify Invited Individuals:

	Position	Name	Additional Title	Email	Excused?	Consent?	Access?
	Parent						
	Public Agency Rep	Mr. PA	Assistant Principal	PA@k12.in.us			
	Teacher of Record	TRNTEACHER tch52770001		tch52770001@istartraining.org			✓
	Instructional Strategist	Mrs. MDT		mdt@k12.in.us			
	General Education Teacher	Mrs. GET	4th grade	GET@k12.in.us			
	Student	TRNSTU78130 STUC2570202					

As individuals are invited, access can be granted to those who have ISTART7 accounts.

Edit Invited Individuals

Remember that parent consent is required in order to invite representatives of agencies providing transition services. In the case of a parentally placed non-public school student, parent consent is also required to share information with representatives from other public school districts.

☒ This invitee has an account and should be granted access to the case conference.
☐ This invitee does not have an account, or does not need access to the case conference.

Last Name:

☐ Search State

Position:

Additional Title:

Consent Required? ☐ Yes ☒ No

Last Name:

☐ Search State

Select a teacher from the list below.

Name	District	School
Cdemoteacher10, C	Indiana Department of Education	Case Conference
Cdemoteacher11, C	Indiana Department of Education	Case Conference
Cdemoteacher12, C	Indiana Department of Education	Case Conference
Cdemoteacher13, C	Indiana Department of Education	Case Conference
Cdemoteacher14, C	Indiana Department of Education	Case Conference

This is what pops up when the user attempts to add an invitee to the case conference meeting.

If the invitee has an account in the system, access to this file can be given simultaneously. This would be an important step if this invitee needed to contribute to preparing for the case conference by adding assessment information, for example. By default the user may search through any accessible school. Click the Search State checkbox to search for users in any Indiana school district. Click the name of the user to be invited and given access. Click the save button to return to the Initiate Page.

Initiate

If the “excusal” icon is selected, this second box appears. One of the four required positions could be permitted to miss all or part of the meeting given specific circumstances. The first scenario is that the individual is not needed at the meeting and therefore that individual’s input is not required. This differs from the second case because that individual’s input is needed in advance. In the third circumstance, the individual will participate in the portion of the meeting that requires his or her input. These require parent consent. In a fourth case, the general educator is permitted to miss the entire CCC meeting because the student does not participate in the general education environment. In cases where it is required, the documents which evidence consent or input can be uploaded and saved electronically.

For the members of the case conference committee who can be excused, excusal icons prompt the reason and the proper documentation, such as the consent to excuse from the parent and the input from the person who was excused.

Excuse Invite from Conference X

Position: General Education Teacher
Name:

Additional Title:
Email:

☐ The attendance of this CCC member is not necessary because this member's area of curriculum or related services is not being modified or discussed.
☐ This CCC member requests excusal from the entire CCC meeting and will submit input into the development of the IEP prior to the meeting.
☐ This CCC member requests excusal from part of the CCC meeting but will attend the part of the meeting that involves a modification to or discussion of the member's area of the curriculum or related service.
☐ The attendance of the general educator is not necessary because the student is not and will not be participating in the general education environment.
☐ Remove excuse request.

Save
Cancel

Remember to upload consent and input if relevant.

To assist with the challenge of keeping track of excusal consent requests made and received, a color-coded tracking system is provided.

A yellow “P” means that the excusal request is pending parental consent.

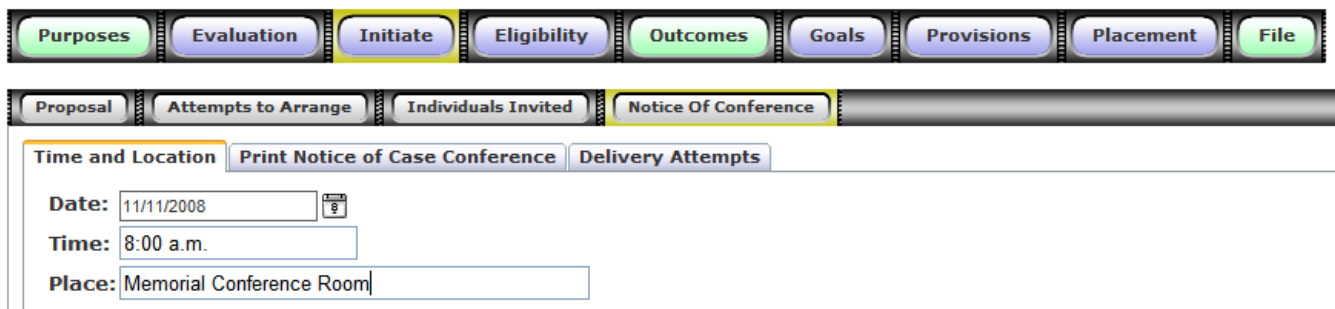
A green check mark means that the parent consent has been received.

A red “X” means that the parent has denied the excusal of this individual.


Excused?	Excused?	Excused?
P		
	✓	
		X

Initiate

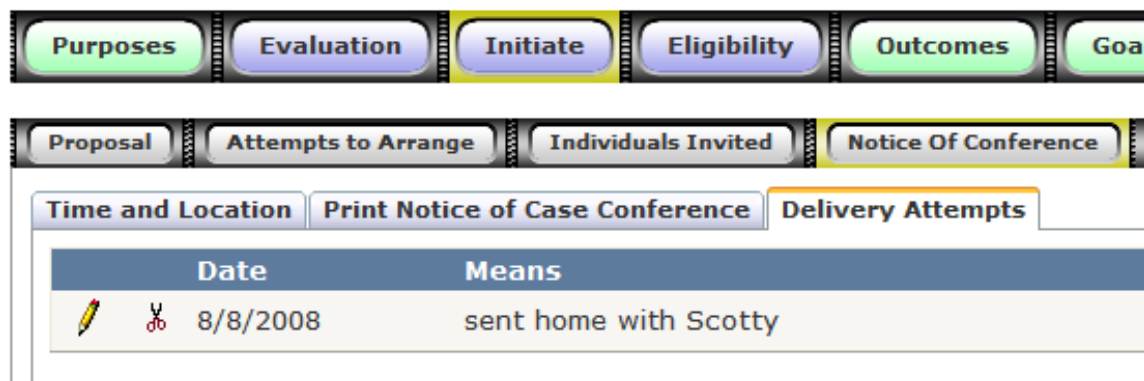
The last action on the invite tab creates the Notice of Case Conference Committee Meeting to send to parents and to post electronically to invitees in the ICAN system through dashboard alerts. First, the time and location is recorded for the notice.



How To



The second tab is where the notice is printed. In the case of an initial conference, there is the option to print the Notice of Proposal as well. The Procedural Safeguards can be printed from this page and from the dashboard in English and in Spanish. The third action helps track attempts to deliver the notice and includes an option to upload any evidence of confirmation from the parent.



Date	Means
8/8/2008	sent home with Scotty

Inviting Individuals to the Conference

Q: When inviting individuals to the case conference, I noticed some changes. For example, what is an "instructional strategist"? Where is the position of speech language pathologist?

A: The individuals listed by title have been identified as being required to attend the conference based on the purpose of the conference, the age of the student, and other triggers.

There is a requirement in 7-42-3(b)(4), "An individual who can interpret the instructional implications of evaluation results..." This has been called an instructional strategist in this software for the sake of tracking this requirement. This person can be one of the other individuals required to attend, like the teacher of record or the public agency representative. If the purpose of the case conference committee meeting is to review initial evaluation information, then a multidisciplinary team member will be invited who would be expected to be able to explain the instructional implications of the evaluation information and therefore naturally fill this role.

There are additional case conference committee membership requirements articulated in 7-42-3(c) and (d), dependent on different circumstances. However, the rule does not require the attendance of a speech language pathologist specifically. Pathologists frequently offer critical contributions in positions that are regulated under other roles such as teacher of record or the multidisciplinary team member and, in those cases, should be added to the case conference under the required title in order to indicate compliance. If the required positions have been filled by other individuals, there is the option to add more than one person under the same role or use the "other" category. A second box gives the opportunity to register and "additional title" where a more explanatory description could be entered.

Q: How do I know which individuals I can invite without consent?

A: Generally, the parent and the public agency can invite any other individual determined to have knowledge or special expertise regarding the student.

One specified exception is a transition agency representatives. First Step representatives must be invited at the parent's request, but the regulations do not prohibit the public agency from inviting them as a matter of practice.

Keep in mind that an invitation to a case conference committee requires the disclosure of personally identifiable information by virtue of the invitation. Therefore, if the individual that you would like to invite would not clearly pass the FERPA test, it would be advisable to get parental consent before inviting the individual. One distinction often used is, if the individual is not employed or contracted by the public agency, then obtaining consent to invite is advisable.

General Education Teacher

Q: Must I invite a general education teacher to a meeting for a student in a self-contained classroom?

A: Regulations permit arranging a CCC meeting without a general educator, but only in cases where students do not participate in the general education environment. As a practical matter in ISTART7, this is a choice under the excusal function as not requiring parental consent. There is a new definition of the general educator for early childhood meetings as well.

Please give thought to opportunities for all students to participate in the general education environment, even if it has generally been the practice not to include these students. It is encouraging for parents to come to a meeting and meet regular educators who are interested in bringing all children into the learning community. The effort to align curriculum to grade level is more meaningful with this expertise as well.

If there is any possibility that a student may participate in the general education environment, a general educator should be invited. This practice becomes more feasible with new flexibility permitting attendees to attend only a portion of the meeting.

Q: How do we get a general education teacher to attend the CCC meeting of preschool children if we have no general education preschool program?

A: If there is no general education preschool program, you may invite a general education kindergarten teacher if the student is of kindergarten age. Or, you may invite an individual who is knowledgeable about early childhood development, curriculum, and integrated placement options.

Excusing required individuals

Q: What if a CCC participant is ill that day and unable to attend? What does an excusal look like in this case?

A: The provision allowing for the excusal of required members is unrelated to the policies of excusing student absences.

You will be out of compliance if you hold a case conference committee meeting without the proper membership or excusal evidence. If it is unworkable for the ill member to participate by phone, reschedule the meeting or replace that representative with another who can fill that role, if possible.

All excusals should be preplanned and consents should be granted prior to the CCC meeting. Out of respect to the parent, avoid putting the parent in the uncomfortable position of having to respond to a request to excuse a member as participants are assembling just moments before the start of the meeting.

Who must be invited?							
Position	Required for Initial	Required for Annual or Revise	Required for Transition	Required if student = 18+	Can be excused?	Need consent to invite?	
Student			Yes	Yes	log attempts*	No	
Public Agency Rep	Yes	Yes	Yes	Yes	Yes	No	
Parent	Yes	Yes	Yes	No*	log attempts	No	
Teacher of Record	Yes	Yes	Yes	Yes	Yes	No	
General Educator	Yes	Yes**	Yes**	Yes**	Yes	No	
Instructional Strategist	MDt Rep	Yes	Yes	Yes	Yes	No	
Multidisciplinary Team Member	Yes				No	No	
State School Rep	If considering state facility				No	No	
Private Facility Rep	If considering a private facility				No	No	
Nonpublic School Rep	If considering service plan				No	No	
First Steps Rep	If First Steps Intake and parent request					No	
Transition Services Agency Rep	If transition IEP and with consent					Yes	
Alternative Program Rep	If considering alternative program				No	No	
PA of Service	If considering placement in facility served by different PA				No	No	
Other	Need consent if not employed by PA					Maybe	
* If parent has not obtained guardianship and if no educational representative has been appointed, the student is the parent.							
** Unless the student will not be participating in the general education environment							